WHAT IS AN INFORMATION COLLECTION?

A collection of information includes:

1. requests for information for transmission to the Federal government,
2. recordkeeping requirements, and
3. third-party or public disclosure requirements.

Examples of information collections:

- applications for benefits
- reports to demonstrate compliance with Federal rules
- grant and contract reports
- program evaluations
- product labels
- focus groups and statistical surveys

Many information collections are contained in or authorized by regulations as monitoring or enforcement tools, while others appear in questionnaires and their accompanying instructions.

Commerce
Paperwork Reduction Act
Key Stakeholders

Commerce Chief Information Officer
OCIO PRA Clearance Officer and PRA staff
Bureau PRA Clearance Officers
Bureau Program Point of Contacts
Sponsors of the Information Collection
Office of the General Counsel

Contact Us

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<th>PRA INSTRUMENTS USED TO COLLECT INFORMATION</th>
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<td>PRA COLLECTION INSTRUMENTS</td>
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<td>Payment of business taxes and fees</td>
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<td>標準化、自動化、電子化、およびその他の機械化技術の導入</td>
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The Paperwork Reduction Act (PRA) of 1995, as amended by the Clinger-Cohen Act
Requires Federal agencies to obtain OMB approval prior to collecting any information from the public by preparing Information Collection Requests (ICRs) to explain and justify any activity that involves collecting information from ten or more non-Federal respondents within a 12-month period, or continuing the use of a collection for which the validity of the OMB control number is about to expire.

The Office of Management and Budget (OMB) regulations on information collections (5 CFR 1320, “Controlling Paperwork Burdens on the Public”)
Establishes the authority of OMB to implement the provisions of the Paperwork Reduction Act and to ensure compliance throughout the federal government.

The Clinger-Cohen Act (44 U.S.C. Chapter 35)
Designated the Chief Information Officer with the responsibility to ensure agency compliance with the Paperwork Reduction Act.

Potential outcomes when an Information Collection from the public occurs without OMB’s approval.
- Reported as PRA violations in OMB’s annual Information Collection Budget to Congress
- OMB notifies agency CIO for resolution of violations
- Can result in Departmental reprimands and may have budget implications
- Can result in legal ramifications – leaving agency open to lawsuits from individuals in the public (e.g. Wheeler vs Commissioner, IRS)
- Can lead to Congressional hearings
- Public is not required to respond if collections do not have OMB control numbers, and there is no penalty for not responding (public protection clause)
- An enforcement action could be blocked if clearance is not received
- Collection of information stopped

Under the PRA, “the public” includes individuals, partnerships, corporations, universities, nonprofit organizations, State, local and tribal governments and agencies, and other associations and organizations, whether foreign or domestic.

Federal agencies/Federal employees are not included in the definition of the public.

10 CATEGORIES THAT DO NOT REQUIRE PRA CLEARANCE
Certain uses of social media and web-based interactive technologies are also excluded from the PRA.

THE INFORMATION COLLECTION PROCESS
The length of time for the OMB approval process can vary by organization based on a number of factors.
Agencies should allocate at least 180 days in the project plan to process and receive approval of a new information collection package prior to the scheduled launch date of a new program or service.

OMB Approval Process
(Allow a minimum of 180 days to complete process)